



Policy Area:	Staff Recruitment, Management and Development- FET
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Responsibility:	<ul style="list-style-type: none">· Quality Assurance Steering Group· FET Management Team
Approval:	January 2022- QA Steering Group



1. Purpose

Waterford and Wexford Education and Training Board (WWETB) commits itself to the hiring of quality employees in a fair and consistent manner. This commitment incorporates all elements of WWETB services and provision including Further Education and Training. In turn, WWETB FET is committed to effective management and development of FET staff.

2. Scope

This policy statement covers the recruitment, management and development of any WWETB FET staff or prospective FET staff.

3. Definitions

FET

WWETB's further education and training provision.

Recruitment

This refers to the process of recruiting FET staff including advertising positions, the application process, the interview process and promotion.

Management

This refers to the structures, oversight procedures and definition of specific responsibilities to enable the successful implementation of WWETB's strategy statement.

Development (Staff)

This refers to the policies, practices, and procedures used to develop the knowledge, skills, and competencies of staff to improve the effectiveness and efficiency both of the individual and the organisation.



4. Policy Statement

Waterford and Wexford Education and Training Board (WWETB) commits to a fair, consistent and transparent process for recruitment of FET staff and ensuring there is no discrimination on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of a travelling community at any stage of the recruitment process or in the terms and conditions offered. WWETB will ensure that the recruitment and subsequent employment of staff is in line with all relevant regulatory requirements.

WWETB commits to the development of recruitment processes that ensures the highest possible standards of staff appointed to WWETB FET roles and positions. WWETB also commits to the further development of its FET staff through formal professional learning and development (PLD) structures, processes and opportunities.

WWETB will ensure that FET provision is appropriately managed via formal oversight structures, roles and clearly defined responsibilities for all FET staff. The organisation commits to implementing effective communication systems for FET to ensure accessibility to information and key documentation.

5. Review and Update

This policy statement will be reviewed within two years of approval. The supplementary FET procedures and guides which emanate from the WWETB Recruitment Policy and this statement will be reviewed as appropriate by the quality assurance oversight body and FET management in turn.